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Approved For Release 2005/11/17 : CIA-RDP58-00039A000200010066-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 3 October 1955
REPORTS 1

FROM : Assistant Chief for Field Training

SUBJECT: Weekly Activity Report No. 40 [REDACTED]
Period 26 through 30 September 1955

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SIGNIFICANT ITEMS:

X The new [REDACTED] was given a final contract inspection on 28 September 1955. While a few minor items must still be corrected by the contractor, keys to the building have been turned over to [REDACTED] and occupancy will start as soon as furniture is procured.

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OTHER ACTIVITIES:

1. [REDACTED] AO/TR, called upon AF/OS and D/AF/OS and pledged their full support in assisting [REDACTED] A/AF/OS, in the exercise of his duties. [REDACTED] stated that he believed the position of Administrative Officer, [REDACTED] was now approved. AF/OS stated that he was extremely pleased with the performance of [REDACTED] to date and the way in which [REDACTED] had been able to carry on despite Mrs. [REDACTED] absence. After this meeting [REDACTED] stated that he was grateful for the cooperation given him [REDACTED] and that he was happy with his present assignment.

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2. [REDACTED] on 27 September and reported to C/OS for TDY training assignment. [REDACTED] will soon follow.

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3. AF/OS and D/AF/OS held several discussions with Messrs. [REDACTED] on problems pertaining to effective administration of the Operations Course and the Operations Familiarization Course. Primary attention was given to questions of office, seminar and classroom space, safe storage facilities, and secretarial assistance.

4. [REDACTED] submitted a detailed plan showing Operations Familiarization Course requirements for various types of reading material. This plan was then used as a basis for checking with Content Committee Leaders for the Operations Course to determine which items would also be necessary for the OC. As a result of this activity, we are now ready to submit a request for additional copies of publications and to begin planning for reproduction of material on which OTR holds stencils and dittos.

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5. The staff of the Operations Familiarization Course is concentrating on developing a student reading list, an evaluation system (with the assistance of [redacted] a comprehensive problem, a program of films, and other training aids.

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6. On 27 September [redacted] was assigned as an Instructor for the Operations Course in addition to his former duties.

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[redacted] is preparing for his duties with the Operations Familiarization Course by reading the material which will be used in that course and by conferring with [redacted]

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8. On 27 September Chief Instructor, Operations Course, announced a list of revised Content Committee Assignments. [redacted]

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[redacted] Adjustments were made in the membership of eight of the fourteen committees in order to compensate for the temporary loss of [redacted] and to concentrate staff efforts more appropriately.

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9. Training requests for the following staff members were sent to C/OS:

[redacted] starting 10 October
[redacted] starting 3 October
[redacted] starting 7 November

10. The following completed CMT lessonplans were forwarded to C/OS:

[redacted]

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14. On 30 September [redacted] as a candidate for a position with the Library. [redacted] talked with

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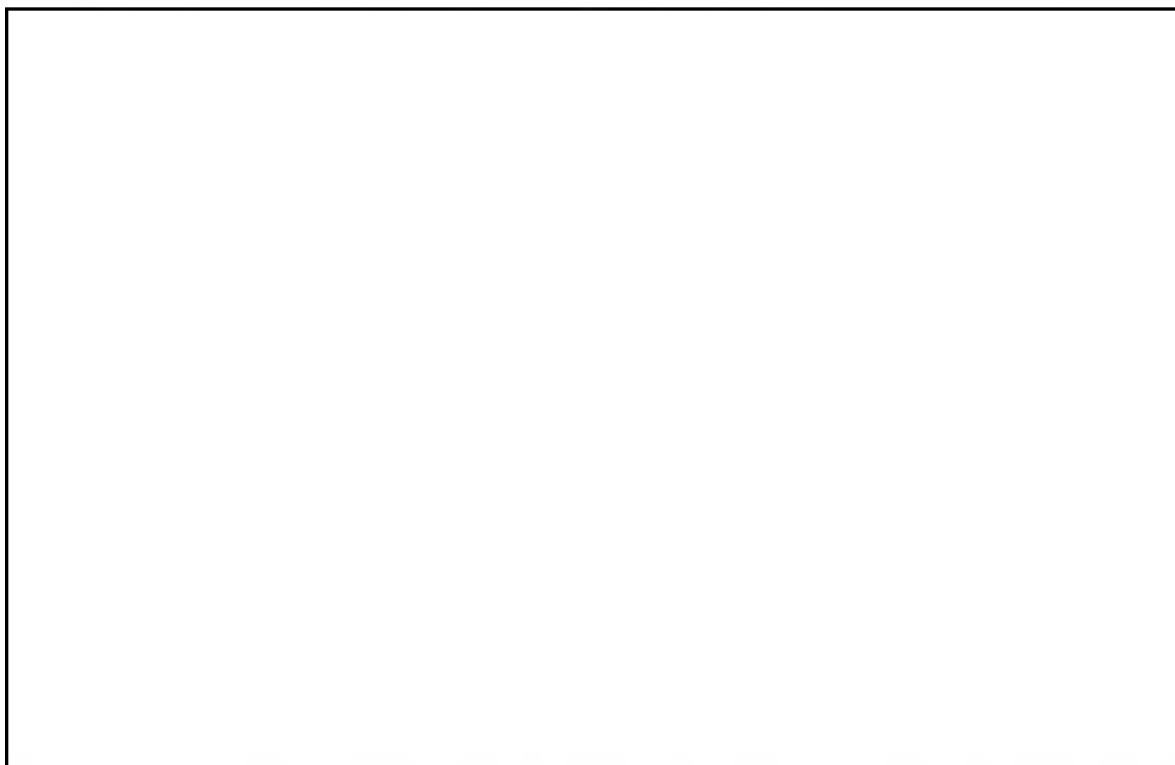
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25X1 AF/OS, D/AF/OS, [] and other staff members. We particularly appreciate the efforts of [] AO/ISO, who came in from Annual Leave [] 25X1 25X1

15. Twenty-nine of the final evaluations from CMT #14 have been edited and typed and are ready for signature by AF/OS.

25X1 16. [] has been engaged in writing the Course Report for CMT #14.

17. The final evaluations from AOC #13 were reviewed by D/AF/OS and forwarded to AF/OS for signature on 30 September.



25X1 18. On 26 September the special training project arranged with AC/OS was begun. [] discussed suggested changes in the scheduling with the case officer. During the reporting period staff members from MOC, SSOC, ROC and CFA participated in presenting instruction.

25X1 19. [] is preparing to take over portions of [] responsibilities in the ROC. 25X1

25X1 20. [] has completed the schedule for [] tutorials for the period 24 October-4 November. 25X1

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21. The ^{ROC}~~ROC~~ Staff has held several conferences to discuss revision of course material.

22. [] and the ROC Staff concerning possible revision of their course so that both branches could better utilize personnel, especially in training problems pertinent to both SSOC and ROC.

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23. Drafts of two lesson plans for the final week of the []

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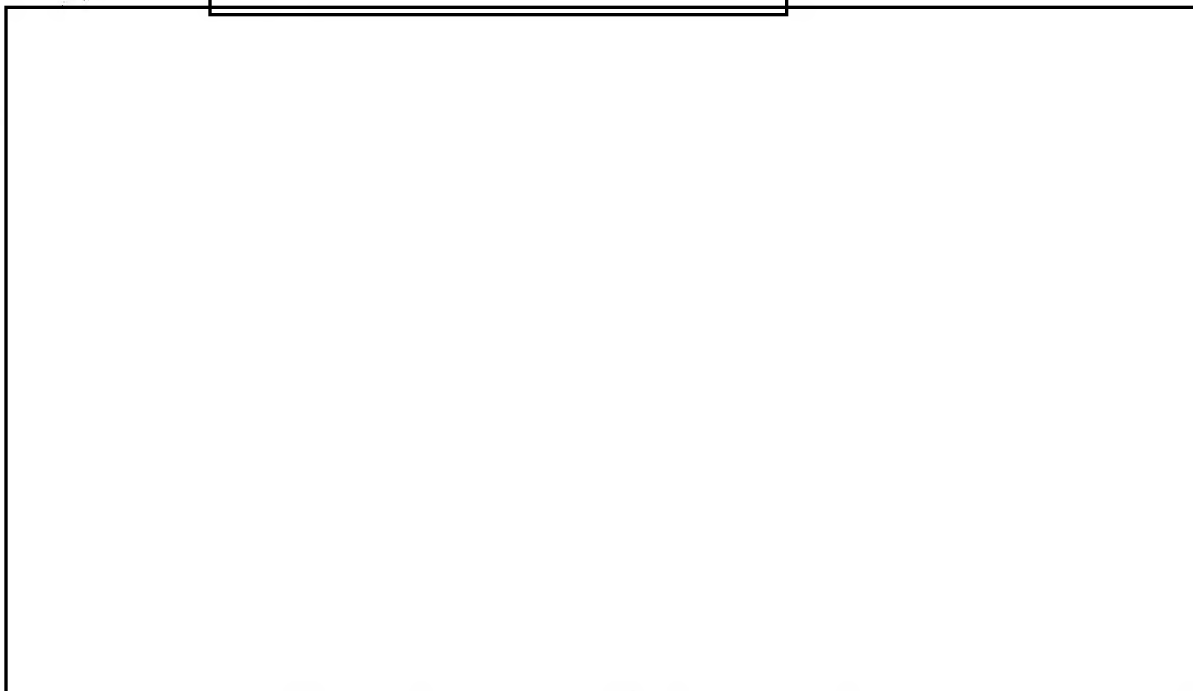
[] Course were completed.

24. The Graphics Section/TAU prepared the following during the week:

- a. Three large charts, Developmental Treaching Approach - Admin
- b. Field sketch of training area - CFA

[]

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26. [] was present on 28 September and [] was present 28-30 September to assist with the TSS/ [] clerical backlog. Their help is greatly appreciated.

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27. Final tests of a [] modification have been run by TSS, [] and a rough draft of a report has been forwarded to TSS, []

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25X1 28. [] TSS/ASD, were present 28-29
September to make final preparations for the []
Management Course #3. 25X1

25X1 29. [] held a preliminary planning
conference on the TSS content of the Operations Familiarization Course
on 28 September. They are in general agreement and work will be begun
in preparation for the first course.

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PERSONNEL NOTES:

25X1 1. On 30 September [] 25X1
[] all of the Training Staff, and
25X1 [] of the Administrative Staff, []
to contribute blood to the Country Red Cross in the name of [] 25X1
25X1 [] continues to show gratifying progress in recovering
from her serious illness.

25X1 2. Congratulations have been extended to [] 25X1
[] on the birth of their first child [] at 1235 25X1
hours, Tuesday, 27 September. [] weighed seven pounds at 25X1
birth.

25X1 3. We are sorry to report the passing of [] 25X1
mother, who has been ill for quite some time. [] returned 25X1
from emergency leave on 29 September following the funeral.

25X1 4. [] completed the BOC and returned to duty as
Chief Instructor, ROC.

25X1 5. [] on 27 September to discuss
guerrilla warfare matters [] 25X1

25X1 6. [] 27-28 September to 25X1
discuss reassignment.

25X1 8. [] on 29 September for conferences
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9. [] is on Military Leave until 3 October.

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10. [] returned from TDY on 27 September.

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11. [] returned to duty from Annual Leave on 26 September.

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12. [] on Annual Leave from 26 September to 14 October.

13. [] still in the hospital.

14. [] learned that it would be necessary for him to undergo an operation to set the broken bones in his ankle.

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15. [] is on partial duty status and is expected to return to full duty status on 5 October.

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16. [] has suffered a recurrence of an infection and has been on Sick Leave during the reporting period.

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17. [] gold team turned the tables on the professionals [] on Tuesday, 27 September: seven matches to five matches. Our team returned full of praise and thanks for the hospitality shown to them during their visit. They said it was a day they will long remember. The only minor upset of the day occurred to [] who, while attempting to recover his secondhand ball from a pond, lost his balance and plunged into the water.

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[]
Assistant Chief for Field Training

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